

**PRELIMS FOR
WORKS AT:**

Chichester Harbour Conservancy
The Harbour Office, Itchenor, Chichester,
West Sussex PO20 7AW



office@ss-p.co.uk

20-01.2025

TENDER ISSUE

Job No: 1355

PRELIMS

PRELIMINARIES

A01 Client/Employer: Chichester Harbour Conservancy

A02 Tender package:

- SSP Architectural working drawings 1355 BR01-BR05
- Pope Consulting drawings 5453-M001, M002, M100, E001, E002, E003
- Pope Consulting Specification Documents: Electrical Specification and Mechanical Specification
- SSP Room Specification Sheets 01-07
- SSP Schedule of Works
- Altro Technical Detailing Drawings
- Altro Aquarius, Altro Classic, Altro Whiterock and Bushboard NBS Specs

A03 Access to the site – arrange with the client. Contacts: Jo Cox and Adrian Karn at Chichester Harbour Conservancy – Jo.cox@conservancy.co.uk or Adrian.karn@conservancy.co.uk. Tel: 01243 512301

A04 Site visit: ascertain the nature of the site, access hereto and all local conditions and restrictions likely to affect the execution of the works.

A05 Period of validity – tenders must remain open for consideration for not less than 20 weeks from the date fixed for the submission of tenders

A06 CDM 2015 HEALTH AND SAFETY

The builder will be in control of the project and responsible for preparing a Construction Phase Plan, risk assessments, organising the work and working together with others to ensure health and safety and compiling the Health & Safety File. Please refer to the checklist for Principal Contractors at the end of this document.

A07 SUBSTITUTION OF PRODUCTS:

Where the substitution of a product different to that specified is permitted before ordering the product inform the CA of the reasons for the substitution. When requested, submit for verification documentary evidence that the alternative product is equivalent in respect of material, safety, reliability, function, compatibility with adjacent construction, availability of compatible accessories and, where relevant, appearance. Submit certified English translations of any foreign language documents.

Any proposal for use of an alternative product must also include proposals for substitution of compatible accessory products and variation of details as necessary, with evidence of equivalent durability, function and appearance of the construction as a whole.

If such substitution is approved, and before ordering products, provide revised drawings, specification and manufacturer's guarantees.

A08 INSURANCES:

Before starting work on site submit documentary evidence and/or policies and receipts for the insurance's required:

- **Employers' Liability: All those working on the site will be deemed, for insurance purposes, to be an 'employee' and, as such, the main contractor is responsible for their welfare, any injury, loss or death to them while on site**
- **Public Liability: Damage, loss or injury that is suffered by the public or third party. Minimum cover level £5 million.**
- **Contract Works Insurance or Contractor's All Risk (CAR): offers all risk cover for events such as flood and storm damage, fire, theft, vandalism.**

A09 INSURANCE CLAIMS:

If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, forthwith give notice in writing to the Employer, the CA and the Insurers. Indemnify the Employer against any loss that may be caused by failure to give such notice.

A10 CASH FLOW FORECAST:

As soon as possible and before starting work on site submit to the CA a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period and based upon the programme for the Works.

A11 ESTIMATED COST OF VARIATIONS:

If the CA issues details of a proposed instruction with a request for an estimate of cost, submit such an estimate without delay and in any case within 7 days.

A12 GOOD PRACTICE:

Where and to the extent that materials, products and workmanship are not fully detailed or specified they are to be:

Of a standard appropriate to the Works and suitable for the functions stated in or reasonably to be inferred from the project documents, and in accordance with relevant good building practice.

Products to be new unless otherwise specified.

For products specified to a British or European Standard obtain certificates of compliance from manufacturers when requested.

Where a choice of manufacturer or source is allowed for any particular product, the whole quantity required must be of the same type, manufacture and/or source unless otherwise approved. Produce written evidence of sources of supply when requested.

Ensure that the whole quantity of each product required is of consistent kind, size, quality and overall appearance.

Where consistency of appearance is desirable ensure consistency of supply from the same source. Do not use different colour batches where they can be seen together.

If products are prone to deterioration or have a limited shelf life, order in suitable quantities to a programme and use in appropriate sequence. Do not use if there are any signs of deterioration, setting or other unsatisfactory condition.

A13 PROTECTION OF PRODUCTS:

Prevent over-stressing, distortion and other damage.

Keep clean and free from contamination. Prevent staining, chipping, scratching or other disfigurement, particularly of products exposed to view in the finished work.

Keep dry to prevent premature setting, moisture movement and similar defects. Where appropriate store off the ground and allow free air movement between stored products.

Prevent excessively high or low temperatures and rapid changes of temperature in the products.

Protect adequately from rain, damp, frost, sun and other elements as appropriate. Ensure that products are at a suitable temperature and moisture content at time of use.

Ensure that sheds and covers are of ample size, in good weatherproof condition and well secured.

Keep different types and grades of products separately and adequately identified.

Keep products in their original wrappings, packing or containers, until immediately before they are used. Wherever possible retain protective wrappings after fixing and until shortly before Practical Completion.

Ensure that protective measures are fully compatible with and not prejudicial to the products/materials.

A14 GENERAL QUALITY OF WORKMANSHIP:

Operatives must be appropriately skilled and experienced for the type and quality of work.

Take all necessary precautions to prevent damage to the work from frost, rain and other hazards.

Inspect components and products carefully before fixing or using and reject any that are defective.

Fix or lay securely, accurately and in alignment.

Provide suitable, packing at screwed and bolted fixings to take up tolerances and prevent distortion. Do not over tighten.

Adjust location and fixing of components and products so those joints, which are left open to view, are even and regular.

Ensure that all moving parts operate properly and freely. Do not cut, grind or plane refinished components and products to remedy binding or poor fit without approval.

A15 SETTING OUT:

Check the levels and dimensions of the site against those shown on the drawings, and record the results on a copy of the drawings. Notify CA in writing of any discrepancies and obtain instructions before proceeding.

A16 WORK AT OR AFTER COMPLETION

Make good all damage consequent upon the work.

Remove all temporary markings and protective coverings.

Clean the works thoroughly inside and out including all accessible ducts and voids; remove all splashes, deposits, efflorescence, rubbish and surplus materials.

Cleaning materials and methods to be as recommended by manufacturers of products being cleaned, and to be such that there is no damage or disfigurement to other materials.

Obtain COSHH dated data sheets for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.

Touch up minor faults in newly painted/repainted work, carefully matching colour. Repaint badly marked areas back to suitable breaks or junctions.

Adjust, ease and lubricate moving parts as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

A17 MAKING GOOD DEFECTS:

Make arrangements with the Client and give reasonable notice of the precise dates for access to the various parts of the Works for purposes of making good defects. Inform CA when remedial works to the various parts of the Works are completed.

A18 OCCUPIED PREMISES AND PHASING:

Occupied premises – offices and workshop will be occupied during the works. Please submit mitigation measures to minimise disruption.

A19 MOISTURE:

Prevent the work from becoming wet or damp where this may cause damage. Dry out the Works thoroughly. Control the drying out and humidity of the Works and the application of heat to prevent:

Blistering and failure of adhesion.

Damage due to trapped moisture.

Excessive movement.

A20 WASTE:

Remove rubbish, debris, surplus material and spoil regularly and keep the site and Works clean and tidy.

Remove all rubbish, dirt and residues from voids and cavities in the construction before closing in.

Ensure that non-hazardous material is disposed of at a tip authorised by a Waste Regulation Authority.

Remove all surplus materials and their containers regularly for disposal off site in a safe and competent manner as approved by a Waste Regulation Authority and in accordance with relevant regulations.

Retain waste transfer documentation on site.

A21 ROADS AND FOOTPATHS:

Adequately maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris. Any damage to roads and footpaths caused by site traffic or otherwise consequent upon the Works must be made good to the satisfaction of the Local Authority or other owner. Bear any costs arising. Take photos of verges and drive prior to start on site and forward to CA. Parking on neighbours' verges to be absolutely avoided at all times. Works to be sequenced to ensure parking of site vehicles and deliveries can take place on site.

A22 BUILDING INTERIORS:

Protect building interiors exposed to the weather during the course of alteration work with temporary enclosures of sufficient size to permit execution of the work and which will remain weather tight in severe weather.

A23 LIGHTING AND POWER:

Electricity supply from the Employer's mains may be used for the Works. The Employer will not be held responsible for the effects of any failure or restriction in supply.

- A24 Instructions and manuals of installed electrical/mechanical items/systems to be retained and presented to the Employer for future reference.
- A25 Mechanical/electrical systems (e.g. boiler) to be explained and demonstrated to Employer by installer.
- A26 All sizes given are approximate and the Contractor shall check on site for exact dimensions as required.
- A27 Undertake condition survey and provide photographic records of all existing fixtures and fittings and features to be retained. Provide temporary protection to said fixtures and fittings and features for the duration of the works.
- A28 FORM OF CONTRACT:
To be **RIBA Concise Building Contract 2018**
- Liquidated damages to be applied at **£150** per day
 - Monthly payments
 - 5% retention reducing to 2.5% on completion
 - 12 months defects fixing period
- A29 All works to meet Building Regulations and relevant British Standards - allow for inspections by Building Inspector.
- A30 Provide temporary boarding to unsecure openings to ensure the property is Secure at all times.
- A31 Allow for design and erection of all necessary temporary support and scaffolding.
- A32 Allow for clearing away all material arising from the demolitions, as work proceeds, and at completion.
- A33 Builder's clean internally and externally of the works on completion see A16 for details.

CDM 2015 – CHECKLIST FOR PRINCIPAL CONTRACTORS

Principal contractor

Appointment

- Have you assessed your skills, knowledge and experience to plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the construction phase, to perform the required duties for the project? *Reg. 8(1), 13(1)*
- If you employ more than one worker, do you have the organisational capacity to perform the required duties for the project? *Reg. 8(1)*
- If your answer is no to either 1 or 2 above, you must not accept the appointment. *Reg. 8(2)*
- If you are also a contractor carrying out, managing or controlling construction work, go to the checklist for a contractor.

Pre-construction design work

- Have you an obligation to prepare a design for your own construction work or have you to modify the design work of others? If the answer is yes, go to the checklist for a designer.
- Have you made arrangements for the planning, management and monitoring of the construction phase and coordinating all matters relating to health and safety? *Reg. 13(1)*
- Have you applied the general principles of prevention to the planning, management and monitoring of the construction phase? If the answer is no, refer to Schedule 1 to the Management of Health and Safety at Work Regulations 1999. *Reg. 13(2)*
- Have you taken account of the general principles of prevention when deciding design, technical and organisational aspects as part of the planning, management and monitoring of the construction work and estimating the periods of time for completing the items or stages of work? *Reg. 13(2)*
- Have you shared with the principal designer the information relevant to the planning, management and coordination of all health and safety matters during the pre-construction phase? *Reg. 13(5)*

- Have you identified the duty holders with whom you must cooperate if they make known a need for your cooperation? *Reg. 8(4)*

Construction phase plan

- Have you drawn up a construction phase plan, or made arrangements to do so, before setting up the construction site? *Reg. 12(1)*
- Have you set out a procedure for cooperation between the contractors and the coordination of their construction work and adherence to the construction phase plan? *Reg. 13(3)(a), (b)*
- Have you included all the health and safety arrangements and site rules in the construction phase plan, taking particular account of the categories of work listed in Schedule 3 to the CDM Regulations? *Reg. 12(2)*
- Have you received from the principal designer information in their possession relevant to the preparation of the construction phase plan, notably the pre-construction information and design information? *Reg. 12(3)*

Construction phase

- Have you implemented the arrangements to review, update and revise the construction phase plan? *Reg. 12(4)*
- Have you implemented the organisational arrangements to plan, manage and monitor the construction phase? *Reg. 13(1)*
- Have you organised to ensure that the other contractors will apply the general principles of prevention in a consistent manner, particularly when complying with Part 4 of the CDM Regulations? *Reg. 13(3)(c)*
- Have you made arrangements to ensure that a suitable site induction is provided for all workers and visitors to the site, that the site is secure and that the minimum welfare facilities are provided throughout the construction phase? *Reg. 13(4)*
- Have you, following your appointment, established a procedure for liaising with the principal designer for the duration of the principal designer's appointment? *Reg. 13(5)*

Consultation with workers

- Have you made arrangements to enable all workers on the site to cooperate with each other and with you to develop, promote and check the effectiveness of the health, safety and welfare procedures for all workers? *Reg. 14(a)*
- Have you consulted workers, or their representatives, in good time on health, safety and welfare matters connected with the project that may affect them? *Reg. 14(b)*
- Have you ensured that the workers and their representatives have copies of, or access to, all information in your possession or that you should have received under the CDM Regulations, subject to the exceptions in paragraphs (c)(i) to (v) of regulation 14. *Reg. 14(c)*

Post-construction

- Have you received the health and safety file from the principal designer before completion of the construction phase? If the answer is yes, you must keep it under review and update it and revise it until the end of the construction phase, when you must complete the health and safety file and pass it to the client. *Reg. 12(9), (10)*